

Step 1: Preliminary Review Guidelines

(Format for Submission)

Cover Page

Name of Institution of Higher Education

Mailing Address

Name of Contact Person

Title of Contact Person

Phone Number of Contact Person

E-mail Address of Contact Person

Submission Date

Step 1: Preliminary Review Guidelines

The Preliminary Review Guidelines consists of three (3) sections:

Section A: Institutional Profile

Section B: Conceptual Framework

Section C: Faculty Model

The application was designed using Microsoft Word, Arial, 11-point font and a table format. When submitting Step 1: Preliminary Review Guidelines, please adhere to the following guidelines:

- Use the form adopted by the State Board of Education for Step 1: Preliminary Review Guidelines.
- Use 11-or 12-point font.
- Use either Times New Roman or Arial font.
- Print only on the front side of each page.
- Number each page (i.e., 1 of 25).
- Each page must include a footer with the name of the institution and date of submission.
- Begin the response for each indicator on a new page (e.g., A-1. A-2, A-3).
- Protruding tabs must be used. When referring to an item in the appendix, identify the appendix and the page number (e.g., Accreditation Letter, Appendix A, p. 1)
- Submit four (4) copies of the Preliminary Review Guidelines and appendices. These document(s) must be submitted in a three-ring binder.
- A copy of the Preliminary Review Guidelines must be burned onto a CD.
- The institution is responsible for mailing eight copies of the Preliminary Review Guideline document(s) and the CD to the Arizona Department of Education.
- Documents must be received by the Arizona Department of Education on the scheduled submission date of January 15th or July 15th.

Hints

- The submission should be clear, concise, consistent, and comprehensive.
- Use tables, charts, and graphs whenever possible.
- Everything is important (e.g., spelling, punctuation, capitalization, and spacing).

Submit the CD and four (4) copies of the Preliminary Review Guidelines documents to
Patty Hardy
Director, Title II-A
Arizona Department of Education
1535 W. Jefferson
Phoenix, Arizona 85005

If you have questions about the approval process, please do not hesitate to contact me
at 602.542.3626 or phardy@ade.az.gov.

Sincerely,

Patricia L. Hardy
Director, Title II-A